



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF ARCHITECTS</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, February 5, 2014 at 1:30 p.m.</b>
<b>PLACE:</b>	<b>861 Silver Lake Blvd., Conference Room B, Second floor, Dover, Delaware</b>
<b>MINUTES APPROVED:</b>	March 12, 2014

**MEMBERS PRESENT**

Kenneth Freemark, RA, Professional Member  
Kevin Wilson, RA, Professional Member, Secretary  
Prameela Kaza, Public Member  
Peter H. Jennings, RA, Professional Member  
John Mateyko, RA, Professional Member, President  
Richard Wertz, RA, Professional Member  
Elizabeth Happoldt, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Jennifer Singh, Deputy Attorney General  
Meaghan Jerman, Administrative Specialist II  
Robert Powers, Administrative Specialist II

**ABSENT**

Joseph Schorah, Public Member

**OTHERS PRESENT**

Nancy Payne, AIA Delaware  
Clark Neuringer  
Sean Lynn  
Lorena Hartnett, Wilcox & Fetzer

**Call to Order**

Mr. Mateyko called the meeting to order at 1:34 p.m.

**Review and Approval of Minutes**

The Board reviewed the minutes of the January 15, 2014 meeting. Mr. Wertz made a motion, seconded by Mr. Freemark to accept the minutes as presented. The motion passed unanimously.

### **Rule to Show Cause Hearing**

See attached hearing minutes.

### **Unfinished Business**

#### **Discussion on Regulation Changes to Address Requests for Extensions to Complete Continuing Education**

Ms. Jerman informed the board of her discussion with the Operations Supervisor, Ms. Susan Miccio. The current licensing software cannot automatically generate an audit without being in congruence with a renewal. The audit could be done, but it would have to be done 100% manually. Additionally, the system would not hold a record of the audit or the results. The Division of Professional Regulation is currently exploring new licensing software and Ms. Jerman has informed the Division of the Board's interest in conducting annual audits as a potential feature of the new system while looking into this. Mr. Jennings plans to discuss this issue at the NCARB Regional Summit and will report back to the Board. Mr. Mateyko suggested we carry this over to the next meeting when we have more information from the NCARB Regional Summit.

#### **Discussion on Regulation Changes to Include the Use of Electronic Seals**

Mr. Jennings provided a compilation of information from NCARB detailing a list of existing state regulations in regards to the use of electronic seals. Mr. Jennings suggested Mr. Wilson and himself review these state regulations and possibly contact other boards to discuss their electronic seals regulations and report back to the Board with suggested regulation language.

#### **Discussion of Board Newsletter Topics and Other Communications**

Ms. Jerman has continued to work on the newsletter and discussed topics that she would like to speak to individual board members about to include in the newsletter.

#### **Update on Sussex County Permitting Code**

Mr. Jennings reported that the Sussex County ordinance was passed last Tuesday. The Sussex County code is now in terms with the Board of Architects code. Mr. Freemark stated that he would like this put into the newsletter.

### **New Business**

#### **New Complaints to Assign a Contact Person**

None

#### **Ratification of Certificate of Authorization Application(s)**

Mr. Jennings made a motion, seconded by Mr. Wilson to ratify the Certificate of Authorization issued to Gastinger Walker Harden Architects; and King Stubbins, Inc. The motion carried unanimously.

#### **Ratification of Reciprocity Applications – NCARB Certificate**

Mr. Wertz made a motion, seconded by Mr. Freemark to ratify the applicants by NCARB certification. The motion carried unanimously.

Vernon Maxwell Jr

Brett Hand

Michael McKay

#### **Review of Re-Application by NCARB**

Mr. Wertz reviewed the application of Mr. James McDonald. Mr. Wertz informed the board of Mr. McDonald and his qualifications. Mr. Wertz made a motion, seconded by Mr. Freemark to approve the application of Mr. McDonald. The motion carried unanimously.

Discussion on NCARB Regional Summit Meeting March 6-8, 2014

Mr. Jennings informed the Board of the upcoming NCARB Regional Summit Meeting to be held from March 6 to 8, 2014 in San Antonio, Texas. Mr. Jennings has found that several board members are not in the e-mail distribution list and has brought this up with the local NCARB region member. Mr. Jennings has asked that the board members give him their e-mail address and he will bring it to the Summit Meeting. The Board stated that they would like to move the board meeting from 5 March to 12 March to not overlap with this meeting. Mr. Mateyko also asked Ms. Jerman to send NCARB the email distribution list to NCARB.

Other Business Before the Board (for discussion only)

There was no other business before the Board.

**Public Comment**

There was no public comment.


**Next Scheduled Meeting**

The next meeting will be held on March 12, 2014 at 1:30 p.m. in Conference Room C, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

With no further business before the board, Mr. Freemark made a motion to adjourn the public meeting, seconded by Jennings. The motion carried unanimously. The meeting adjourned at 3:14 p.m.

Respectfully submitted,



Meaghan Jerman  
Administrative Specialist II

### **HEARING – Clark H. Neuringer**

The Delaware Board of Architects held a hearing on February 5, 2012 at 1:30 p.m. on the Second Floor in Conference Room B, Cannon Building, 861 Silver Lake Blvd., Dover, Delaware.

**PRESENT:** John Mateyko, Kenneth Freemark, Peter Jennings, Kevin Wilson, Richard Wertz, Elizabeth Happoldt, Prameela Kaza

**PUBLIC PRESENT:** Nancy Payne

**PURPOSE:** Rules to Show Cause Hearing

**PRESIDING:** John Mateyko, President

**BOARD STAFF:** Meaghan Jerman, Administrative Specialist II, Robert Powers, Administrative Specialist II

**DEPUTY ATTORNEY GENERAL FOR THE BOARD:** Jennifer Singh, DAG.

**COURT REPORTER PRESENT:** Lorena Hartnett, Wilcox and Fetzer

**TIME STARTED:** 1:37 p.m.

Ms. Singh stated for the record the purpose of the hearing to show cause as to why Mr. Neuringer did not comply with his previous board order, dated June 6, 2012.

Mr. Neuringer's lawyer, Mr. Sean Lynn, presented Mr. Neuringer's case to the Board as to how he could not comply with the previous board order. Mr. Neuringer had completed the additional continuing education as required, but due to the board order not being sent to him in a timely manner, could not comply with the date to pay his fine. Additionally, Mr. Neuringer was providing full time care for a terminal family member. Due to these issues, Mr. Lynn requested that the Board waive the charge of contempt and remove the previously ordered fee of \$1,500.

Mr. Neuringer was then sworn in by the court reporter and cross-examined by the Board. Mr. Neuringer provided testimony as to completing the required continuing education in a timely manner and gave more detail to his mitigating circumstances.

Mr. Jennings made a motion, seconded by Mr. Wertz to dismiss the rule to show cause and amend the June 6, 2012 order pursuant to 29 Del. C. § 10128(e) to lower the fee from \$1500 to \$750. The vote passed 6 to 1 and the motion carried.

The hearing adjourned at 2:39 p.m.

Ms. Kaza exited the meeting after the hearing.